

COMMONWEALTH OF VIRGINIA  
THE LIBRARY OF VIRGINIA  
ARCHIVES AND RECORDS DIVISION  
(804) 786-5634

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 964-001

AGENCY: Virginia Health Services Cost Review Council

DIVISION:

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY [Signature] acting ST. RECORDS ADMINISTRATOR

AGENCY RECORDS MANAGER [Signature] COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: 3/14/96

PAGE 1 OF 1 PAGES

RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

- |                                      |   |
|--------------------------------------|---|
| 1. Budget and Historical Submissions | Retain in agency for 3 years, then destroy. |
| 2. Charge Schedules                  | Retain in agency for 3 years, then destroy. |
| 3. Summary Findings                  | Retain in agency for 3 years, then destroy. |